



**JOB OPPORTUNITY  
EXECUTIVE ASSISTANT & RESEARCH ANALYST  
UNCLASSIFIED**

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**Open To:** The Public

**Location:** Bradley International Airport - Windsor Locks, CT

**Job Posting No:** CAA1308

**Hours:** Monday to Friday - 8:30 a.m. to 5:00 p.m.

**Salary:** Negotiable

**Closing Date:** November 29, 2013

**Eligibility Requirement:** N/A

**Summary of Position:**

As a member of the Connecticut Airport Management team, this position is the confidential personal assistant to the Executive Director of the Connecticut Airport Authority. Executive assistance includes, but is not limited to: acting as the primary confidential administrative support person for the Executive Director; coordinates various management, customer service, travel services, functions and processes; assists in the planning, coordination and preparation of assigned administrative studies or analyses regarding authority and/or airport operations and projects; coordinates internal and external meetings and events; handles highly sensitive and confidential information and assignments as required; performs other related duties as required. Research specialist duties encompass researching legislative and other complex issues related to CAA business, and compiling results in report-form for the Executive Director. Tracks the CAA annual legislative agenda. Monitors other legislation, both Federal and Local that may have an impact on the CAA.

**Knowledge, Skills and Abilities**

To perform this job satisfactorily, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required including, but are not limited to the following:

- Conducts a variety of research projects including state and federal legislative research as requested by the Executive Director.
- Prepares statistical and/or narrative reports, analyzes information and may make recommendations
- Provides executive level logistical, secretarial and administrative duties.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Independently composes executive and confidential correspondence.
- Assists the Executive Director by interpreting established policies and procedures, etc.; troubleshoots by relieving the Director of as much administrative detail as possible;
- Organizes and prioritizes large volumes of strategic information and materials.
- Maintains a filing system and files correspondence and other records.
- Arranges and coordinates meetings involving complex coordination of resources and schedules (including space and equipment); researches, assembles and coordinates meeting materials (charts, graph, reports), writes minutes of meetings, conferences, etc. from rough draft.
- Arranges travel schedules, appointments and meetings and handles all travel reservations and logistics for the Executive Director. Prepares travel reimbursements
- Greets visitors and determine whether they should be given access to specific individuals
- Independently coordinates and conducts special projects as assigned.
- Attends Legislative hearings to monitor and track legislation.

**General Experience:** An Associate degree or higher from an accredited college or university. Seven-ten (7-10) years of experience in an administrative support role in a fast-paced environment handling complex assignments independently. Working knowledge of local, state and federal agencies is preferred. Experience in handling and maintaining confidential and sensitive information. Previous executive-level support and office management experience preferred.

**Character Requirement:** An individual serving in this position must be able to successfully undergo a thorough background and security screening, including pre-employment drug screening, being fingerprinted, and maintain required security clearance during the duration of employment.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter and a resume to:

**Ron Frost**  
**The Connecticut Airport Authority**  
[rfrost@ctairports.org](mailto:rfrost@ctairports.org)

**THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**